

# Resolving your complaint

At Countrywide North we strive to ensure that the process of buying and selling property runs as smoothly as possible. However, in what can be a stressful transaction, occasionally things may not always go according to plan. With this in mind, we have a rigorous process to ensure any issues that may arise are resolved in a satisfactory manner.

All our team members at Countrywide North take customer satisfaction very seriously and we will endeavour to resolve the matter as quickly and as professionally as possible.

## Our customer care process

### Branch Discussion

Any initial dissatisfaction can be brought to the attention of the Branch Manager, either by visiting your local branch, by phone or via email. The Branch Manager will do everything they can to resolve the matter as effectively as possible, involving the people who know you and your transaction best.

### Making a formal complaint with our Customer Relations Team

If you feel that your issues have not been dealt with or resolved to your satisfaction, you can refer the matter to our Customer Care Team who are on hand to help deal with any formal complaints.

**This team are not affiliated with any specific branch or brand, and will therefore review your complaint independently of the branch.** They will investigate what has occurred, and put a plan in place to ensure you remain supported throughout your transaction, keeping you fully informed at various stages of your complaint.

Your complaint will be acknowledged and responded to within 15 working days. Feedback is shared with the Senior Management team so that lessons can be learnt and reviews undertaken, this ensures that as a business we are meeting all of our customers' needs and expectations.

#### You can contact this team at:

Email: [CustomerRelationsTeam@countrywide.co.uk](mailto:CustomerRelationsTeam@countrywide.co.uk)

Phone: 0161 495 5832 (Monday to Friday from 8am – 5:30pm)

Post: Countrywide Customer Relations Team, 3rd Floor, Lee House, 90 Great Bridgewater Street, Manchester M15RR

### The right to appeal

If you remain dissatisfied by the response received by our Customer Relations Team, then you have the right of appeal, meaning a separate and detached review of the complaint by a different member of the team not directly involved with the original investigation. You are able to make us aware of this at the contact details above. You will again receive and acknowledgment and response within 15 working days.

### Referral to The Property Ombudsman

We genuinely hope that all concerns can be settled amicably between us. However, if you remain dissatisfied you can seek redress through The Property Ombudsman who provide a free, independent service for dealing with any unresolved disputes.

Please note that The Property Ombudsman will not consider your complaint until you have completed our internal complaints procedure. Any referral to The Property Ombudsman must be made within 12 months of the date of our final response.

#### Contact details are:

The Property Ombudsman, Milford House, 43-55 Milford Street, Salisbury, Wiltshire SP12BP

[www.tpos.co.uk](http://www.tpos.co.uk)

You also have the right to refer your complaint to the First Tier Tribunal (Housing and Property Chamber), details of which can be found below.

First Tier Tribunal for Scotland (Housing and Property), 1 Atlantic Quay, 45 Robertson St, Glasgow, G2 8JB  
T: 0141 302 5900

[www.housingandpropertychamber.scot](http://www.housingandpropertychamber.scot)